

MISSOURI STATE PENITENTIARY REDEVELOPMENT COMMISSION

MEETING MINUTES

Open Session

July 24, 2002

The meeting was called to order by Chairman Stephen Roling at 1:05 p.m.

The following members were present:

John Landwehr, Kathleen Mahfood, Robert Meyer, Sarah Riddick, Stephen Roling, Mark Schreiber, John Sheehan, Duane Weaver, James Wunderlich

The following member was absent:

James Callis

- I. Introductions
 - a. Commission members
 - b. Design and Construction support staff
- II. Briefing of Legislation – House Bill 621
 - A. Powers of the Commission
 - 1. acquire title to property
 - 2. sell or lease property
 - 3. adopt by-laws
 - 4. hire staff
 - 5. receive property by gift or bequest
 - 6. authority to receive money
 - 7. authority to disperse collectable funds and fix salaries of hired employees
 - 8. authority to invest the commission's funds
 - 9. authority to borrow money
 - 10. authority to carry out these powers
 - 11. authority to purchase insurance
- III. By-laws
 - A. Article I – Identity of the Commission Section 217.900, RSMo
 - B. Article II – Principal office of the Commission is Design and Construction
 - C. Article III – Purposes and powers of the Commission
 - D. Article IV – Statutory requirements of 10 Commissioners
 - E. Article V – Pre-established meetings
 - a. when to meet – Decision was made to meet at least once a quarter and other times as needed. Best time of day is 1-5 p.m.
 - b. provide public notice regarding meetings in accordance with law
 - c. provide reason for closed meetings
 - d. forms of communication
 - 1. e-mail
 - 2. fax
 - 3. U.S. mail
 - e. quorum counts

- f. Commissioners to claim expenses in connection with Commission duties
 - 1. mileage at 33.5
 - 2. meals
- F. Article VI - Officers
 - Chairman - appointed by the Governor
 - Three other officers: Chair Pro Tem, Treasurer, Historian ** Members decided to change Treasurer to Secretary/Treasurer
- G. Article VII – Executive Committee ** Members decided that an Executive Committee is not needed at this time.
- H. Article VIII – Establishment of various committees
 - Citizens Advisory Committee
 - Liaison Committee
 - Property Committee
 - Consultant selection Committee
- I. Article IX – Quorum
 - a. six members must be present to hold meeting
 - b. three of four members of the executive committee are needed for quorum
 - c. commission members decided that in order to have an “official” meeting must have 6 quorum and 6 to pass a measure
 - d. Executive Committee – three quorum, three votes needed to pass
 - e. Advisory Committee – who shall serve?
 - members of the MSP Commission and community members
 - commission members only
- J. Article X - Commission authorized to hire staff or consultants for the purpose of conducting business
- K. Article XI – Amendment of By-laws – power to make changes whenever Commission feels necessary
- L. Article XII – Indemnification – this article exists in the statutes
- M. Article XIII – Open Meetings Law
 - a. Minutes are to be made available upon request
 - b. Closed items are posted in the event a personnel matter has been decided
- IV. Calling Meetings
 - 1. should meetings be called by the chairman only
 - 2. can other members call meetings at any time
 - 3. Suggestion was made that three members could make a written request to have a meeting
 - 4. Alternate ways to call meetings
- V. Staffing
 - 1. Performance of staff- Executive Committee to control
 - 2. Suggestion was made to add to the By-laws an annual review of the performance/evaluation of the supporting staff
- VI. Meetings - types of
 - Executive Session (closed meeting) allows the Commission to exclude or include anyone they feel necessary
 - Exceptions to the general closed meeting law

Open Meeting Minutes
MSP Redevelopment Commission
Page Three

- a. personnel matters
 - b. real estate acquisitions
 - b. litigation
- VII. Closed Meeting Minutes
 - 1. minutes are not open to the public; only the results or decision of the votes taken
 - 2. when in closed session members are to discuss only the subject matter for which the meeting was closed
- VIII. Scheduling of Meetings

It was agreed that future meetings would be scheduled every other month beginning September 2002 and following with five (5) additional future meetings
- IX. Communication with the public
 - 1. how to communicate with the Press
 - 2. one Commission member and one D&C staff member for contact to Press, i.e. Steve Roling and Randy Allen
- X. Communication with governing officials and citizens

Decision was made to form a Communication Committee. Three members were chosen to serve: John Landwehr, Kas Mahfood and Mark Schreiber.

Motion by was made by John Landwehr to close the meeting, pursuant to Section 610.01(2), in order to discuss possible acquisition of Real Estate by the Federal General Services Administration.

The motion was seconded by John Sheehan

Roll call vote was taken: (see attached)

Those in favor - 8

Those opposed - 0

Those absent - 2

These minutes were approved by the Commission July 25, 2002.

Those in favor – 9

Those opposed – 0

Those absent - 1